



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 2 [Classified Competitive]			Salary P21 \$51,529.95 - 72,953.46
Posting Number 60-16	Position Number 959124	Number of Positions 2	Posting Period * From: 5/18/16 To: 6/1/16
Location: Family Health Services Special Child Health and Early Intervention Newborn Screening and Genetic Services 50 East State Street PO Box 364, Trenton, NJ 08625-0364			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>New Jersey rule (NJAC8:18-1) requires all newborns to be screened within 48 hours of birth to detect the presence of certain biochemical or genetic disorders that can cause intellectual disabilities, other permanent disabilities or death if not promptly treated. The Newborn Screening and Genetic Services Program is responsible for the follow-up of all newborns with abnormal screening results for metabolic and other disorders. If not detected and treated early, these disorders may cause permanent intellectual disability or even death. Babies are located and tracked to ensure that repeat testing and treatment occurs according to established program timelines. Due to the adverse effects of these disorders, the nature of this work is urgent.</p> <p>Under the direction of the Supervising Public Health Representative, main job duties will include: Maintain ongoing communication with hospital staff, primary health care providers, medical consultants, and others as necessary to ensure appropriate and timely follow-up of newborns. Maintains liaison with hospitals, health care facilities, registrars, physicians, local health departments and other cooperating agencies. Learn how to utilize various types of electronic and/or manual recording and information systems used by the Newborn Screening and Genetic Services Program. Extensive use of phone/fax/e-mail/and other electronic communications to ensure timely follow-up. Investigates instances of incomplete reporting techniques. Work as part of the existing team of Public Health Representatives to ensure that all follow-up tasks are completed. Maintain confidentiality of records. Cooperate and collaborate with other Newborn Screening Program staff in program improvement activities. Other related duties as needed.</p> <p>An ideal candidate will be flexible, self-motivated, persistent, very well organized, detail-oriented, and be able to handle interruptions while maintaining excellent quality work. Preference will be given to candidates who have had previous experience with: handling medical, case management and/or social services information, who have excellent written and verbal communication skills, and who are able to balance shifting priorities.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>Education: Graduation from an accredited college or university with a Bachelor's degree. Experience: Two (2) years of experience in a health or social service related program which shall have included responsibility for interviewing, investigating, or conducting public health care surveys or patient care services. Note: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Andrea Mahon, Executive Assistant 2 Family Health Services Reference Posting #60-16 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTFHS@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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